

AGENDA
Universal City Economic Development Corporation
Regular Meeting
Thursday, 13 June 2024 at 5:00 pm
Council Chambers, 2150 Universal City Blvd, Universal City

1. **CALL TO ORDER:** President Dick Crow
2. **QUORUM CHECK:** Secretary Roland Hinojosa
3. **INTRODUCTION OF GUESTS:**
4. **OLD BUSINESS:**
 - a) Minutes of the 11 April 2024 Regular Meeting
 - b) Financial Report:
 1. Accountant Reports
 2. Bills to Be Paid and Transfers
 3. Expected Incoming Expenses
5. **NEW BUSINESS:**
 - A. Discuss & Consider the FY24-25 UCEDC Budget.
 - B. **Next Meeting:** Thursday, 11 July 2024 at 5:00 pm, Council Chambers.
6. **STAFF REPORT:**
 - Status of Projects
 - Council Actions and Considerations
 - Upcoming City & Economic Events
7. **PUBLIC COMMENT:**
8. **ADJOURNMENT:**

MARIBEL GARCIA, Deputy City Clerk

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to this meeting. Please contact the City Clerk's Office at (210) 659-0333 if these services are needed.

All items on the agenda are eligible for possible discussion and action. The UCEDC reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

MINUTES
ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Thursday, 11 April 2024

1. **CALL TO ORDER:** Mr. Dagg, Vice President at 5:00 P.M.
2. **QUORUM CHECK:** Michael Cassata, Development Services & EDC Director

Present:

Dick Crow, President
Lenny Dagg, Vice President
Christina Fitzpatrick, Director
Bear Goolsby, Director
Roland Hinojosa, Secretary
Bryan Kuhlmann, Director
Dick Neville, Treasurer

Also Present:

Kim Turner, City Manager
Michael Cassata, Economic Development Director
Maribel Garcia, Deputy City Clerk
Clay Binford, McCall, Parkhurst & Horton, LLP

Mr. Hinojosa noted a quorum was present.

3. **INTRODUCTION OF GUESTS:** None.
4. **OLD BUSINESS:**

Mr. Neville moved to approve the following consent agenda item with discussed edits: a) Minutes of the 14 March 2024 Regular Meeting. Mr. Goolsby seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

Mr. Neville gave the Financial Report.

Mr. Hinojosa moved to approve the following consent agenda item: b) Financial Report. Mr. Dagg seconded the motion.

Vote: All in favor, none opposed.
Motion to approve carried.

5. **NEW BUSINESS:**
 - A. **Public Hearing: Regarding the expenditure of funds for capital improvements at 2117 Pat Booker Road, Suite A.**

Mr. Crow opened the Public Hearing at 5:03 PM.

Mr. Cassata explained that Daniels & Daniels recently relocated to the old law office at 2117 Pat Booker Road after receiving a Specific Use Permit approval by Planning & Zoning and City Council. Upon approval, Daniels and Daniels applied for the Storefront Improvement Program to add building signage.

The Board gained clarification that the sign would be backlit and would meet all Code requirements. The Board was reassured that the sign would be aesthetically pleasing; the same

contractor hired for Greener Grooming would be completing this project. Potential sign locations for fellow businesses in the building were discussed.

Mr. Cassata reported the positive status of the Storefront Improvement Project funds to indicate there were enough funds remaining to support this project.

There being no further comments, **Mr. Crow closed the Public Hearing at 5:08 PM.**

B. Discuss & Consider Resolution 2024-6: A Resolution of the Board of Directors of the Universal City Economic Development Corporation approving the performance agreement with Daniels & Daniels Real Estate for an economic development incentive in exchange for the improvement of a commercially zoned structure located at 2117 Pat Booker Road, Suite A.

Regarding Resolution 2024-6, Mr. Dagg moved to approve the Board Resolution approving the Performance Agreement with Daniels and Daniels Real Estate for an economic development incentive related to the project at 2117 Pat Booker Road, Suite A. Ms. Fitzpatrick seconded the motion.

**Vote: All in favor, none opposed.
Motion to approve carried.**

C. Public Hearing: Conduction of a Public Hearing related to the expenditure of sales tax revenues related to various projects.

Mrs. Turner reminded the Board of the presentation by Mr. Victor Quiroga of Specialized Public Finance at the previous month's meeting. She reiterated that the Sales Tax Revenue Bond proposed would be for \$5.3 million for 15 years and the 2016 bonds still had three remaining years of payments. She explained the timeline of procedures including Resolution approval by the EDC, subsequent approval by City Council, and a May 21st Joint Meeting with the EDC and City Council for all approvals. This bond issuance would be used primarily for infrastructure projects including the Kitty Hawk Roundabout project related to new development in the Northlake area.

Mr. Binford of McCall, Parkhurst & Horton, LLP, assured the Board that all timelines adhered to legal requirements and legal postings had been made accordingly. He explained that the Public Hearing was another necessary legal procedure.

Mr. Crow opened the Public Hearing at 5:14 PM.

There being no public comment, **Mr. Crow closed the Public Hearing at 5:15 PM.**

D. Discuss & Consider approval of Resolution 2024-8: A Resolution evidencing the corporation's conduction of a Public Hearing on the expenditure of sales tax revenues relating to various projects; and other matters in connection therewith.

Regarding Resolution 2024-8, Mr. Dagg moved to approve the Corporation's Resolution regarding holding a public hearing on the expenditure of sales tax revenue relating to various projects and other matters in connection therewith. Mr. Neville seconded the motion.

**Vote: All in favor (including Dagg, Neville, Hinojosa, Fitzpatrick, Goolsby, Kuhlmann, and Crow); none opposed.
Motion to approve carried.**

Mr. Crow briefly recessed the Open Meeting at 5:16 PM to sign documents associated with the previous item.

Mr. Crow reconvened into Open Session at 5:21 PM.

- E. CLOSED SESSION: Pursuant to Texas Gov't Code Sec. 551.072 regarding the purchase and value of real property if deliberation in open session would have a detrimental effect on the position of the corporation in negotiations with a third party; and for attorney consultation pursuant to Sec. 551.071(2) regarding: a) The potential sale, purchase, exchange, lease or value of real property located at 216 Pat Booker Road; b) The potential sale, purchase, exchange, lease or value of real property located at 11514 E. Loop 1604 N.**

Mr. Cassata presented background of the Reunion Development project, including consultation with the Retail Coach. He stated that the City and EDC owned 43 acres of property off E. Loop 1604 N, approximately 10 of which belonged to the EDC. He shared the recommendations of the Retail Coach, including having a master developer control the whole site, gaining public buy-in for infrastructure needs, master planning the site, and zoning the development for mixed use intentions. Mr. Cassata showed a map of the development parsed into various proposed uses including retail, hotel/apartments, multi-family housing, flex warehousing, business offices, senior housing for aging in place, recreation facilities, restaurants, and more. He asserted that market conditions would be the driving factor in the type and timing of development. He emphasized that the development would prioritize pedestrian connectivity with 10-foot-wide shared-use paths. He shared right-of-way specifications, parking plans along streets, and presented a construction timeline – Infrastructure would need to be installed first before development could begin. Infrastructure should be completed by December 2025.

Mr. Goolsby clarified that the 10-foot shared path was a sidewalk that could be used for bike riding and that fire hydrants would not be placed in the middle of this path.

Mr. Hinojosa and Mr. Dagg were assured of adequate parking provisions.

Mr. Cassata explained that market factors would also contribute to adequate parking.

Mr. Crow began the Closed Session at 5:35 PM.

Vice President Dagg convened into Closed Session with present EDC Board Members, City Manager Kim Turner, and Economic Development Director Michael Cassata.

Mr. Crow and the EDC reconvened into Open Session at 6:04 PM. No action was taken during the Closed Session.

- F. Reconvene in Open Session and take action, if needed, on any item pertaining to or listed in the Executive Session section of this Agenda.**

No action was taken at this time.

- G. Discuss & Consider Resolution 2024-7: A Resolution of the Universal City Economic Development Corporation authorizing the purchase of real property located at 216 Pat Booker Road, Universal City, Texas; and providing for signatory authority.**

Ms. Fitzpatrick moved to approve Resolution 2024-7 authorizing the purchase of property located at 216 Pat Booker and providing signatory authority. Mr. Dagg seconded the motion.

Vote: All in favor, none opposed.

Motion to approve carried.

H. Discuss & Consider Resolution 2024-9: A Resolution of the Universal City Economic Development Corporation authorizing the sale of real property located at 11514 E. Loop 1604 N., Universal City, Texas; and providing for signatory authority.

Mr. Kuhlmann moved to approve Resolution 2024-9 authorizing the sale of property located at 11514 E. Loop 1604 N. and providing signatory authority. Ms. Fitzpatrick seconded the motion.

Vote: All in favor, none opposed.

Motion to approve carried.

I. Next Meeting: Thursday, 9 May 2024 at 5:00 pm, Council Chambers.

6. STAFF REPORT:

Mr. Cassata and Mrs. Turner gave updates on economic development projects throughout the City. May meeting times were clarified for the Board; they would have both the May 9th and May 21st meetings.

7. PUBLIC COMMENT: None.

8. ADJOURNMENT: Mr. Crow adjourned the meeting at 6:13 P.M.

Dick Crow, President

08 -UNIVERSAL CITY EDC

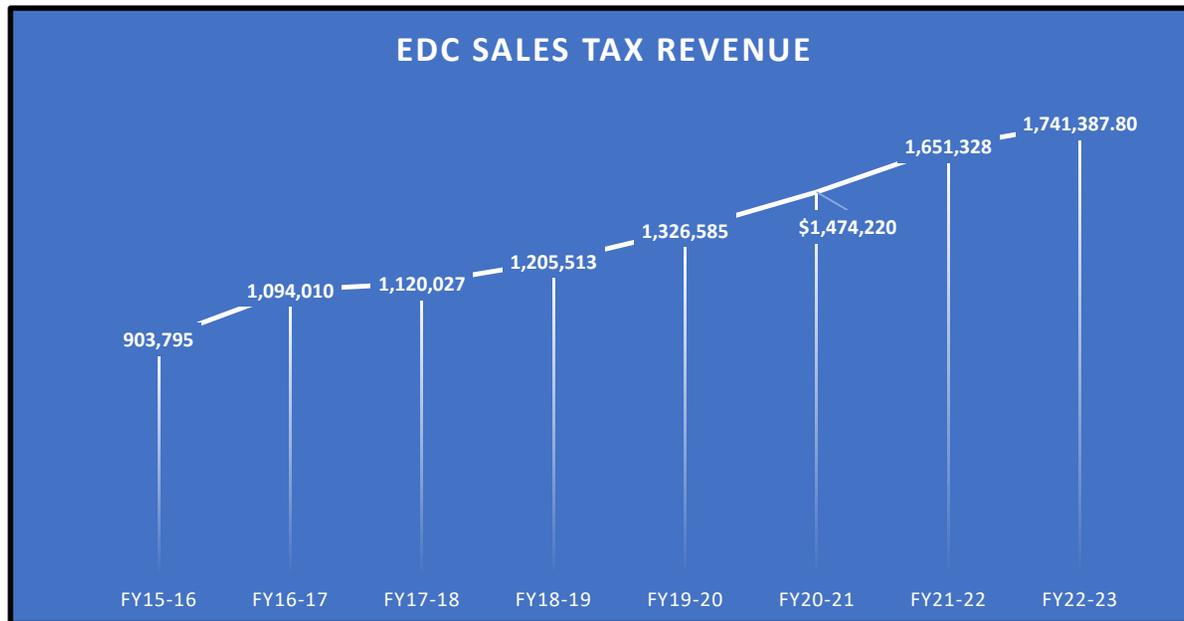
ACCOUNT#	TITLE		
ASSETS			
=====			
1100.1000	CLAIM ON POOLED CASH	70,444.76	
1100.1111	CASH - SCHERTZ BANK 24945	332,494.81	
1100.1112	SCHERTZ BANK - 25127	6,994.06	
1100.1118	AMERICAN BANK - 2521	2,283,189.34	
1100.1119	AMERICAN BANK - 4529	1,545,428.16	
1300.1315	ACCTS RECEIVABLE - OTHER	304,965.30	
1400.1414	PREPAID	14,087.50	
		<u>4,557,603.93</u>	
			<u>4,557,603.93</u>
			=====
	TOTAL ASSETS		4,557,603.93
LIABILITIES			
=====			
2200.2217	ACCRUED INTEREST PAYABLE	7,908.72	
		<u>7,908.72</u>	
	TOTAL LIABILITIES		7,908.72
EQUITY			
=====			
2500.2511	FUND BALANCE	3,936,781.42	
2500.2513	RESERVED FOR PROJECTS	131,476.67	
2500.2514	2007 BOND RESERVE	127,000.00	
		<u>4,195,258.09</u>	
	TOTAL BEGINNING EQUITY		4,195,258.09
	TOTAL REVENUE	1,154,095.79	
	TOTAL EXPENSES	799,658.67	
		<u>354,437.12</u>	
	TOTAL SURPLUS/(DEFICIT)		354,437.12
	TOTAL EQUITY & SURPLUS/(DEFICIT)		<u>4,549,695.21</u>
			<u>4,557,603.93</u>
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		4,557,603.93
			=====

08 -UNIVERSAL CITY EDC

ACCOUNT#	TITLE		
ASSETS			
=====			
1100.1000	CLAIM ON POOLED CASH	183,005.28	
1100.1111	CASH - SCHERTZ BANK 24945	332,494.81	
1100.1112	SCHERTZ BANK - 25127	6,994.06	
1100.1118	AMERICAN BANK - 2521	2,283,189.34	
1100.1119	AMERICAN BANK - 4529	1,545,428.16	
1300.1315	ACCTS RECEIVABLE - OTHER	304,965.30	
1400.1414	PREPAID	14,087.50	
		<u>4,670,164.45</u>	
			<u>4,670,164.45</u>
			=====
	TOTAL ASSETS		4,670,164.45
LIABILITIES			
=====			
2200.2217	ACCRUED INTEREST PAYABLE	7,908.72	
		<u>7,908.72</u>	
	TOTAL LIABILITIES		7,908.72
EQUITY			
=====			
2500.2511	FUND BALANCE	3,936,781.42	
2500.2513	RESERVED FOR PROJECTS	131,476.67	
2500.2514	2007 BOND RESERVE	127,000.00	
		<u>4,195,258.09</u>	
	TOTAL BEGINNING EQUITY		4,195,258.09
	TOTAL REVENUE	1,328,817.08	
	TOTAL EXPENSES	861,819.44	
		<u>466,997.64</u>	
	TOTAL SURPLUS/(DEFICIT)		466,997.64
	TOTAL EQUITY & SURPLUS/(DEFICIT)		<u>4,662,255.73</u>
			<u>4,670,164.45</u>
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT		4,670,164.45
			=====

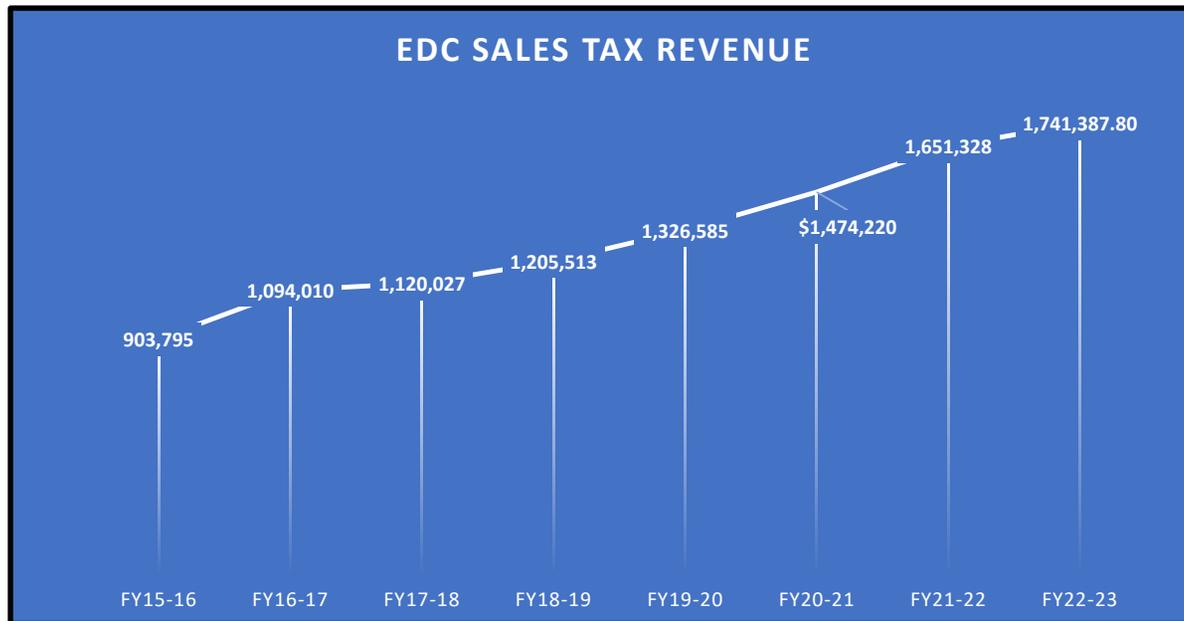
EDC Sales Tax Revenue

Allocation Period	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
October	58,752.34	86,516.56	87,130.05	95,773.12	99,466.16	110,106.57	121,797.17	139,454.16	152,145.90
November	79,037.39	98,159.99	100,733.35	104,267.08	108,728.48	124,689.43	154,595.60	145,142.71	152,819.41
December	68,059.51	85,900.88	85,002.96	105,493.80	104,843.20	110,922.04	109,820.09	141,272.85	149,627.45
January	66,241.76	85,961.12	87,607.77	85,115.88	103,289.64	114,956.65	134,231.12	140,935.42	146,659.30
February	86,723.80	113,166.40	111,859.05	120,515.28	137,139.70	144,856.31	166,606.04	170,410.47	177,517.04
March	64,353.34	81,976.68	79,934.32	65,987.72	94,327.66	108,098.50	122,902.17	128,093.88	142,110.37
April	81,732.84	79,479.11	80,895.78	102,056.34	93,924.06	99,505.76	117,186.34	127,892.78	144,393.26
May	88,362.99	100,673.28	109,680.51	101,375.03	119,439.30	147,776.29	157,060.36	160,057.10	0.00
June	70,033.22	82,409.93	86,399.51	100,179.69	106,785.20	124,594.16	135,556.21	138,663.94	0.00
July	74,854.95	85,323.22	95,356.92	98,979.67	119,369.46	122,852.99	136,763.26	145,632.25	0.00
August	89,334.59	101,964.39	105,622.38	120,247.69	128,322.82	139,774.70	158,506.80	156,922.56	0.00
Sept	76,308.76	92,478.26	89,804.45	105,522.11	110,949.15	126,087.10	136,302.63	146,909.68	0.00
TOTAL	\$903,795.48	\$1,094,009.80	\$1,120,027.04	\$1,205,513.41	\$1,326,584.80	\$1,474,220.48	1,651,327.79	1,741,387.80	1,065,272.71



EDC Sales Tax Revenue

Allocation Period	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
October	58,752.34	86,516.56	87,130.05	95,773.12	99,466.16	110,106.57	121,797.17	139,454.16	152,145.90
November	79,037.39	98,159.99	100,733.35	104,267.08	108,728.48	124,689.43	154,595.60	145,142.71	152,819.41
December	68,059.51	85,900.88	85,002.96	105,493.80	104,843.20	110,922.04	109,820.09	141,272.85	149,627.45
January	66,241.76	85,961.12	87,607.77	85,115.88	103,289.64	114,956.65	134,231.12	140,935.42	146,659.30
February	86,723.80	113,166.40	111,859.05	120,515.28	137,139.70	144,856.31	166,606.04	170,410.47	177,517.04
March	64,353.34	81,976.68	79,934.32	65,987.72	94,327.66	108,098.50	122,902.17	128,093.88	142,110.37
April	81,732.84	79,479.11	80,895.78	102,056.34	93,924.06	99,505.76	117,186.34	127,892.78	144,393.26
May	88,362.99	100,673.28	109,680.51	101,375.03	119,439.30	147,776.29	157,060.36	160,057.10	178,755.18
June	70,033.22	82,409.93	86,399.51	100,179.69	106,785.20	124,594.16	135,556.21	138,663.94	0.00
July	74,854.95	85,323.22	95,356.92	98,979.67	119,369.46	122,852.99	136,763.26	145,632.25	0.00
August	89,334.59	101,964.39	105,622.38	120,247.69	128,322.82	139,774.70	158,506.80	156,922.56	0.00
Sept	76,308.76	92,478.26	89,804.45	105,522.11	110,949.15	126,087.10	136,302.63	146,909.68	0.00
TOTAL	\$903,795.48	\$1,094,009.80	\$1,120,027.04	\$1,205,513.41	\$1,326,584.80	\$1,474,220.48	1,651,327.79	1,741,387.80	1,244,027.89



**Economic Development Corporation
2024-2025 Proposed Budget**

REVENUES		2023 - 2024 BUDGET	PROPOSED BUDGET
TAX REVENUE			
08-3400.3430	SALES TAX REVENUE	1,750,000	1,800,000
08-3700.3830	INTEREST INCOME	5,000	153,000
08-3700.3840	OTHER INCOME	-	3,000
08-3700.3841	EVENT REVENUE	-	15,000
08-3700.3844	2024 SALES TAX BOND		5,300,000
08-3700.3899	PRIOR PERIOD FUNDS	3,872,150	3,872,150
EDC TOTAL REVENUES		\$ 5,627,150	\$ 11,143,150
EXPENDITURES			
PAYROLL			
08-5880-4100.4110	REGULAR PAY	\$ -	\$ 250,387
08-5880-4100.4115	OVERTIME PAY	\$ -	\$ 2,000
08-5880-4100.4120	HOLIDAY PAY	\$ -	\$ 8,059
08-5880-4100.4125	LONGEVITY PAY	\$ -	\$ 1,344
08-5880-4100.4140	FICA EXPENSE	\$ -	\$ 16,231
08-5880-4100.4145	MEDICARE EXPENSE	\$ -	\$ 3,796
08-5880-4100.4160	EMPLOYEE RETIREMENT	\$ -	\$ 46,834
ALLOWANCES			
08-5880-4200.4210	TRAVEL EXPENSE	6,000	\$ 17,100
08-5880-4200.4250	TRAINING	7,000	\$ 9,000
DEBT SERVICE			
08-5880-4300.4353	2016 BOND NORTHLAKE PRINCIPAL	177,000	180,000
08-5880-4300.4354	2020 BOND PRINCIPAL	204,000	210,000
08-5880-4300.4355	2020 BOND INTEREST	86,011	80,000
08-5880-4300.4357	2024 BOND PRINCIPAL	-	55,000
08-5880-4300.4358	2024 BOND INTEREST	-	300,694
08-5880-4300.4360	2016 BOND NORTHLAKE INTEREST	8,893	6,000
08-5880-4300.4361	2016 BOND NORTHLAKE FEES	-	400
COMMUNICATIONS			
08-5880-4400.4440	PRINTING	1,000	1,000
08-5880-4400.4445	ADVERTISING	15,000	7,697
08-5880-4400.4450	NEWSPAPER PUBLICATIONS	-	6,000
08-5880-4400.4460	MEMBERSHIP/SUBSCRIPTIONS	45,000	45,321
08-5880-4400.4465	WEB PAGE HOSTING	18,000	41,100
08-5880-4400.4480	PROMOTION/ ED DEVELOPMENT	-	17,000
SUPPORT SERVICES			
08-5880-4600.4621	LEGAL SERVICES	19,000	15,000
08-5880-4660.4681	EDC OVERHEAD TRANSFER	98,000	88,750
CONTRACT SERVICES			
08-5880-4700.4717	GROUND MAINTENANCE		\$ 81,404
08-5880-4700.4740	INSURANCE AND BONDS	1,000	22,542
08-5880-4700.4780	BANK FEES	500	100
08-5880-4700.4790	OTHER CONTRACT SERVICES	40,000	79,000
08-5880-4700.4791	CONSULTANT SERVICES	-	8,758
08-5880-4700.4792	NEWSLETTER	36,000	36,000
08-5880-4700.4798	CONTINGENCY	842,446	625,000
08-5880-4700.4809	ENGINEERING SERVICES	100,000	248,655
SUPPLIES-MATERIALS			
08-5880-4800.4820	OFFICE SUPPLIES	5,300	6,000
REAL PROPERTY-EQUIPMENT			
08-5880-4900.4940	1604 TURN LANE	-	75,000
08-5880-4900.4942	INFRASTRUCTURE IMPROVEMENTS	1,200,000	102,197
08-5880-4900.4945	BUSINESS/FACADE IMPROVEMENTS	100,000	525,000
08-5880-4900.4960	NORTHLAKE SIGNS	65,000	65,000
08-5880-4900.4962	NORTHLAKE ENGINEERING		50,000
08-5880-4900.4964	REUNION IMPROVEMENTS		1,000,000
08-5880-4900.4965	KITTY HAWK IMPROVEMENTS		4,300,000
08-5880-4900.4970	PROMOTIONAL SIGNAGE		75,000
08-5880-4900.4971	HOLIDAY DECORATIONS	50,000	80,000
08-5880-4900.4972	COMMUNITY EVENTS	130,000	130,000
08-5880-4900.4981	AVIATION DIST FEASIBILITY STUDY		75,000
08-5880-4900.4983	PROPERTY ACQUISITION	500,000	2,484,832
EDC TOTAL EXPENDITURES		\$ 5,618,257	\$ 11,143,150



UNIVERSAL CITY, TX

April Report | Text + Web

ANALYTICS



Total Residents Engaged



Total Communications



16

Communications happened on 4/10—Ask Jet's busiest day!

QUESTIONS

Rental information

Public works

Looking at job opportunities

How can I look up a ticket?

Is the splash pad operating now?

How can I view pets for adoption?

Does the spring clean-up accept furniture?

Are arrests made today on public record?

Are we under water restrictions?

Where can I go to get my crash report?

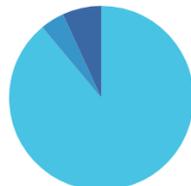
Fishing at veterans park

Community service

TOP ACTIONS

Messages

6.8%



Questions

88.9%





UNIVERSAL CITY, TX

May Report | Text + Web

ANALYTICS



Total Residents Engaged



Total Communications



17

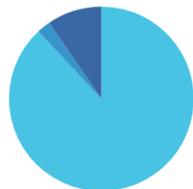
Communications happened on 5/24—Ask Jet's busiest day!

QUESTIONS

- Where can I find your careers page?
- Do you have photos of animals that are up for adoption?
- Where do I pay my speeding ticket?
- I would like the phone number for the non-emergency police department phone line
- Is the splash pad open?
- How much is it to register a dog?
- Apply for a library card
- Does Universal City have a bulk pick up day?
- Is there a community center that I can rent?
- How to watch city council meeting
- Is there trash pickup on Memorial Day?

TOP ACTIONS

Messages
9.6%



Questions
88%

